

Reasonable Accommodations:

A reasonable accommodation is a modification or adjustment to a job, work environment, or way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. "Equal employment opportunity" means an opportunity to attain the same level of performance or enjoy equal benefits and privileges of employment as are available to an average similarly-situated employee without a disability. The ADA requires reasonable accommodation in three aspects of employment:

- To ensure equal opportunity in the application process
- To enable a qualified individual with a disability to perform the essential functions of the job
- To enable an employee with a disability to enjoy equal benefits and privileges of employment.

How Do I Apply for a Reasonable Accommodation?

[CS-1668 Disability Accommodation Request Form](#)

Completed Forms can be faxed or mailed to:

**The Office of Human Resources
Fax Number: (517) 284-9953
P.O. Box 30004
Lansing, MI 48909**

For any additional questions please contact:

Amanda Satkowski
SatkowskiA@michigan.gov
Phone: (517) 241-0359

Additional Resources:

- .. [ADA Guide](#)
- .. [ADA Home Page](#)
- .. [Civil Service Regulation 1.04](#)
- .. [Collective Bargaining Agreements](#)